

GROUND RULES FOR THE PRE-TASK MEETING

Attendance

The COTR and the Contracting Officer or Contract Administrator must always be present. The Lead COTR from the TIPSS Office will coordinate and chair the meeting. All attendees must sign the attendance sheet. The Lead COTR will provide a copy to each attendee.

The Statement of Work and Agenda

A written draft SOW that contains all the required elements and an agenda must have been furnished to the Contracting Officer or Contract Administrator and the contractor at least one day before the meeting.

Approval of Selection

Before the pre-task meeting, all documentation regarding contractor selection must be completed, approved, and signed by the Contracting Officer.

Government Understandings

All government representatives must understand:

- the rules and consequences of unauthorized commitments, and that there will be no contractual commitments made during such meetings;
- the caution against allowing the contractor to write the SOW. The COTR must provide justification if the scope of the Statement of Work changes; and
- that such meetings are not required under the contract.

Contractor Understandings

All contractor representatives must understand:

- the rules and consequences of unauthorized commitments, and that there will be no contractual commitments made during such meetings;
- the caution against writing the Statement of Work for the Government; and
- that such meetings are not required under the contract and that attendance at these meetings is optional.

Discussion of Cost/Hours

Costs shall not be discussed with the contractor except by the Contracting Officer or Contract Administrator. However, numbers of hours can be discussed by all parties.